

POSITION VACANCY

May 2019

JOB DESCRIPTION

UW-STOUT CAMPUS MINISTRY COORDINATOR Menomonie United Methodist Church

START DATE: August 2019

JOB TYPE: Hourly: August – May

General Description: This is a five to eight hour per week position for a 10 month period, August through May. The position has responsibility for coordinating, planning and/or supervising activities for UW-Stout students, as part of the Education Ministry Team. The coordinator is supervised by the Pastor, who reports to the Staff Parish representatives on the Accountable Leadership Board.

Focus of campus ministry is to identify, engage and welcome students and young adults to Menomonie United Methodist Church community.

Campus ministry coordinator may work from remote location but presence at Menomonie United Methodist Church is required when student contact is anticipated and preferable to provide staff support and presence at other times.

Qualifications:

1. Demonstrate a commitment to the Christian faith and ministry in the church of Jesus Christ.
2. Be able to relate to young adults, campus culture and interpret trends.
3. Be a self-starter who is creative and can implement and follow through with ideas.
4. Be affiliated with UW-Stout Campus (as student, faculty or staff) preferred
5. Demonstrate strong communications and computer skills, specifically social media and web site maintenance.
6. Maintain a valid driver's license and vehicle with proof of liability insurance and ability to transport students from campus to church building and other activities as needed.
7. Be able to pass background checks as prescribed by Menomonie United Methodist Church policy.

Responsibilities:

1. Maintain status of the Menomonie United Methodist Church Ministry as a UW-Stout campus organization. Develop and maintain outreach to campus students and young adults, principally through but not limited to social media, web postings and electronic media.

2. Develop and steer student involvement in worship services, existing programs, and expanded programs at the Menomonie United Methodist Church. Provide or arrange transportation and other encouragement as needed. Be present at worship or during other activities as scheduled.
3. Maintain a list of volunteers and participants with names, addresses, e-mail address, phone numbers and other pertinent information.
4. Be available at UW- Stout registration time for students and/or organizational events on campus for recruitment.
5. Write or assist in writing grants for funding of campus ministry. Maintain necessary records and present necessary reports to Wisconsin Conference and local church.
6. Coordinate with other campus organizations both at UW-Stout and other institutions in planning activities, work camps, mission trips, others.

Compensation:

Hourly wage (\$12.00) set annually and paid monthly for up to 32 hours per month documented and submitted to Pastor for approval. Hours may exceed 32 in a given month if needed as long as total expenditure does not exceed 320 hours during contracted period.

Mileage will be paid per Menomonie United Methodist Church rate. Prior approval of Pastor required for travel outside City of Menomonie.

Application:

Submit a letter of interest, resume, and names and contact information for three references to Pastor Wendy Slaback at pastor@menomonieumc.org. Screening will begin April 30, 2019 and will continue until position is filled. Direct questions to the Pastor at the same address or telephone 715-235-0654.

Termination:

Termination of employment by the Campus Ministry Coordinator or Church shall require a 30 day notice.